



City of Hollister

HUMAN RESOURCES

375 FIFTH STREET

HOLLISTER, CA 95023

INVITES APPLICATIONS FOR THE POSITION OF REDEVELOPMENT PROGRAM MANAGER

SALARY RANGE (MONTHLY)

\$ 6,064.53	\$ 6,367.76	\$ 6,686.15	\$ 7,020.45	\$ 7,371.48
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ONE VACANCY CURRENTLY EXISTS
FINAL FILING DATE: FRIDAY, APRIL 30TH BY 5:00PM

This is an Open Recruitment. Qualified candidates from the Public and qualified Career City Employees are encouraged to apply.

QUALIFICATIONS

POSITION:

Receives Administrative Direction from the City's Development Services Director. Exercises direct supervision over Departmental Professional, Technical and Clerical Staff.

QUALIFICATIONS:

An combination of education and experience that provides the required technical and managerial skills and abilities as defined and specified under the position description.

EDUCATION AND EXPERIENCE:

Equivalent to a Bachelor's Degree from an accredited College or University with major course work in Planning, Economics, Public Administration, Business Administration or a closely related field with at least five years of professional training and experience in Planning and Redevelopment. A Masters Degree is highly desirable.

PHYSICAL AND OTHER REQUIREMENTS:

Applicant must be at least twenty-one years of age and must possess the strength and physical ability to perform the essential functions and duties of the position, to include the ability to effectively manage the full range of duties and responsibilities within the Hollister Redevelopment Agency.

LICENSES AND CERTIFICATES:

Possession of a Valid Driver's License.

EXAMPLES OF ESSENTIAL DUTIES:

Assumes full management responsibility for all Redevelopment Agency services and activities including Housing Programs, Feasibility Studies, Land and Development Negotiations for Commercial and Housing Projects, Contract Administration, coordination of Economic Development Activities, Grant Application and Monitoring, management of Capital Improvement Projects and Special Projects; ensures compliance with applicable laws, codes, rules and regulations. Manages the development and implementation of Redevelopment Agency goals, objectives, policies, and priorities for each assigned service area; establish, within City Policy, appropriates service and staffing levels; allocates resources accordingly. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes. Represents the Redevelopment Agency to other City Departments, Elected Officials and outside Agencies; explains and interprets Redevelopment Agency programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues. Selects, trains and evaluates Redevelopment Agency personnel.

APPLICATION AND INTERVIEW-SELECTION PROCESS

APPLICATION CRITERIA:

The following items constitute the completed application packet for consideration as part of the City's pre-screening process for advancement to the Interview Selection Process:

1. Resume of Qualifications
2. Original signed City of Hollister Employment Application Form
3. Completed responses to Supplemental Questions (please refer to the Supplemental Questionnaire for specific instructions)
4. Listing of three Professional References (please refer to the Supplemental Questionnaire for specific instructions)

Applicants are required to submit an original City Employment Application Form at the time of filing with all required supplemental materials. Copies of the City's Employment Application Form may be obtained from the City of Hollister's Human Resources Office located at City Hall, 375

Fifth Street, Hollister, CA 95023 (telephone contact: [831] 636-4308/T.D.D.: [831] 636-4319). Original applications must be received no later than by 5:00 p.m. on Friday, April 30th, 2010. Neither Facsimiles nor copies will be accepted.

SELECTION PROCESS:

Candidates demonstrating the most desirable combination of education and experience in accordance with the position description and supplemental responses will be invited to continue in the Interview-Selection Process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel. Following the completion of the Interview-Section Examination Process, successful candidates will be placed on the City's Employment Eligibility List. Final selection will be made by the City Manager.

POST-OFFER MEDICAL EXAMINATION:

Prior to appointment, the selected candidate is required to pass a post-offer medical examination. Candidates are encouraged not to quit or give notice to present employers until the medical examination has been completed and passed. All medical records shall be maintained in a confidential manner. Prior to employment, the City of Hollister requires all eligible individuals to undergo a urine test for drug substance use.

DESCRIPTION OF BENEFITS

RETIREMENT:

The City contracts with the California Public Employees Retirement System (CalPERS). The City's current retirement formula is 2.5% at Age 55. Employees pay a specified amount of the Employer and Employee Contributions with the City paying the remainder. Optional Voluntary 457 Plan is available.

LONGEVITY PAY:

Longevity Pay is received after the completion of ten years of service in accordance with the current schedule for Executive Management Employees.

MEDICAL/DENTAL/VISION HEALTH INSURANCE:

The City currently contributes towards medical, dental and vision insurance plans an amount equal to the employee-only premium based on the higher premium of either PEMHCA's PERS Choice or Blue Cross HMO in accordance with the City's IRS Code Section 125 Flexible Benefits/Cafeteria Plan. City contributes specified amounts for dependent health coverage.

LONG TERM DISABILITY INSURANCE:

Thirty-day exclusion or elimination period; and a minimum scheduled benefit of 66% of gross salary to a maximum of \$3,500 per month.

BILINGUAL PAY:

City pays \$125 a month for the performance of technical bilingual skills and successful passing of a City-administered proficiency examination.

LIFE INSURANCE:

City pays term life insurance in the amount equal to \$100,000.

VACATION LEAVE:

Ten (10) days per year, increased to fifteen (15) days per year after four (4) years of service, twenty (20) days after eight (8) years of service, twenty-two (22) days after sixteen (16) years of service, and twenty-five (25) days after the completion of twenty-one (21) years of service.

SICK LEAVE:

Earned at a rate of twelve (12) days per year (8 hours per calendar month) of service with no accrual limit.

ADMINISTRATIVE LEAVE:

80 hours per year.

HOLIDAY PAY:

Twelve and one-half paid Holidays per year.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/ADA COMPLIANCE

The City of Hollister does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

NOTE: THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE AT ANY TIME AT THE CITY'S SOLE DISCRETION.

DATE OF NOTICE: FEBRUARY 12TH, 2010